

Revised Case Writeup Format CHECKLIST

(Caution: No entry at variance with prescribed format will be accepted. Factors I-IV: (convert to PDF Format/CD)

- ____ ARS-514 Cover Sheet [form dated 3/04] (Paper copy - Original with signatures)
- ____ ARS-332 Position Description form (Paper copy - Original with signatures)
- ____ ARS-570 Indepth Reviewer Contact Sheet [form dated 2/98] (Convert to PDF format/CD)

Factor I - Research Assignment (*Factors I-III = official position description; must not exceed three (3) single-spaced pages in length*).

- ____ A. Assigned Responsibility - **Identify the specific NP(s) under which the research is conducted.** Example: "Research is a component of ARS National Program 202--Soil Resource Management," or more than one NP, "in support of ARS National Programs 106--Aquaculture, and 108--Food Safety."
- ____ B. Research Objectives and Methodology
- ____ C. Expected Results
- ____ D. Knowledge Required (limited to "brief" list of specific-applicable disciplines/skills needed in **current** assignment).
- ____ E. Supervisory Responsibilities (title & grade of ARS employees; nature of supervision given [technical/administrative]); **EEO statement from P&P**

Factor II - Supervision Received (gender-neutral terms)

- ____ A. Assigned Authority
- ____ B. Technical Guidance Received
- ____ C. Review of Results
- ____ D. General Supervision

Factor III - Guidelines and Originality (gender-neutral terms)

- ____ A. Available Literature
- ____ B. Originality Required

BEGIN NEW PAGE - IIIC (Brief paragraph)

- ____ C. Demonstrated Originality (Brief paragraph **NOT TO EXCEED ½ page**; describe the originality and creativity demonstrated related to **current** assignment. Do not restate details of accomplishments described under Factor IV.

Factor IV - Qualifications and Contributions (Optional opening career summary paragraph limited to ⅓ page and must not repeat information from demonstrated originality).

- A. **Demonstrated Accomplishments - Accomplishments:** 3> for GS-11 and below; 5> for GS-12; 8> for GS-13 and above. Must not exceed ½ page. **Max. number of 2 exhibits per accomplishment (MUST HAVE EXHIBITS).** May combine support letters (limit 3) as 1 exhibit **ONLY** with cover memo from Area Dir.; RL's can use leadership letters from cooperators, administrators, NPLs.

Subheadings: Accomplishment / Role / Impact. See attached Guide for further information.

**** Additional Accomplishments: Limited to no more than 2 entries in paragraph format; (no tables). ½ page in length; no exhibits permitted. ** Label exhibits on CD: Exhibit 1a #26.pdf ****

B. Stature, Recognition and Impact {Bullet Format}

- ____ 1. Honors and Awards (no more than 20 most significant) (NO performance awards/Certificates of Merit).
- ____ 2. Special Invitations (no more than 20 most significant)
- ____ 3. Offices & Committee Assignments Held in Professional & Honorary Societies (no more than 20)
- ____ 4. Participation in Professional Meetings, Technical Conferences, Workshops, etc. (List each society; state years of membership; total number of meetings attended at all echelons; total number of presentations - No presentation titles need be shown. See Guide attached).

C. Advisory and Consultant Activities {Bullet Format}

- ____ 1. Professional Advisory & Consulting Activities (no more than 20 most significant)
- ____ 2. Special Assignments (no more than 20 most significant)

D. Other

- ____ 1. Educational Background (only Degrees - no additional)
- ____ 2. Research Experience
- ____ 3. Other Significant Information (Max. of 10 significant items; do not exceed ⅓ page. List materials actually submitted for review but not yet accepted; **NO material in other stages of preparation.** State total number of funded grants, CRADAs, & coop agreements covering the career followed by bullet list of 20 most significant. Don't list proposals). {Bullet Format}

E. Publications (Start NEW Page) (See P&P attached - subdivide into 2 sections)

- ____ 1. Peer-Reviewed Journal Publications (research published following standards for anonymous peer review prior to publication). Multi-authors: **bold** SY name and *italicize* graduate students, postdocs, visiting SYs. Need line denoting since hire/last promotion.
- ____ 2. Other Publications (all other work not meeting definition above). ****Inclusion of abstracts list no longer permitted.**